METROPOLITAN
USER GUIDE
FOR
HIRING MANAGERS

(Temporary Recruitment)

CONTENT

USER GUIDE FOR HIRING MANAGERS

1. INTRODUCTION

This document details the methods and procedures needed to operate the MORS application from a hiring manager's standpoint. The document uses the latest version of the Metropolitan MORS platform to illustrate the use of the system.

Software Version

Version V2.8.0 of the MORS online recruitment platform will be used to demonstrate the usage of the MORS system.

User Guide Scope

This user guide will outline three core MORS functionalities which Hiring Managers (Users) will need to operate the system. Please note that all functionality outlined within this document relates to temporary recruitment.

Figure 1 below shows a process map which illustrates the scope of this user guide:

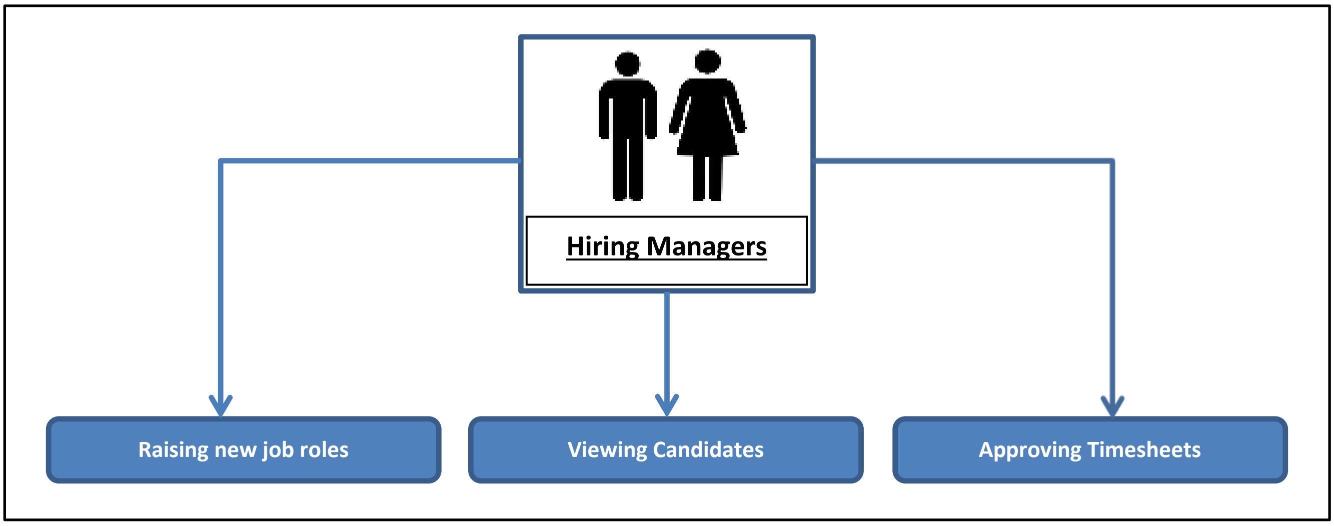


Figure 1

Functionality

Below is a brief outline of the functionality covered within this user guide:

- Raising new job roles:
  Hiring Managers using the MORS system need to be able to raise new roles. This user guide details the methods and procedures needed to raise roles quickly and efficiently.
- Viewing Candidates:
  This user guide outlines the various ways that users can view candidate profiles. This includes viewing candidate CV's as well as other information with regards to their applications.
- Approving Timesheets:
  This user guide outlines procedures to enable hiring managers to process timesheets.

All functionality outlined above will be covered within this user guide.

2. SYSTEM START UP & INTRODUCTION

In order to use the system, the user must first start the MORS recruitment platform. To do this, please take the following steps:

1. Open up the web browser (Internet Explorer preferred for optimal usage).
2. Navigate to the Metropolitan MORS recruitment platform by entering the following address in the address bar: http://mht.ppsworks.co.uk/portal.php
   Figure 2 shows the webpage which will appear when the above web address is accessed:

Figure 2

3. Login to the system using your username and password.
4. Once logged in, you will see a webpage similar to Figure 3 below which shows the Metropolitan MORS homepage.

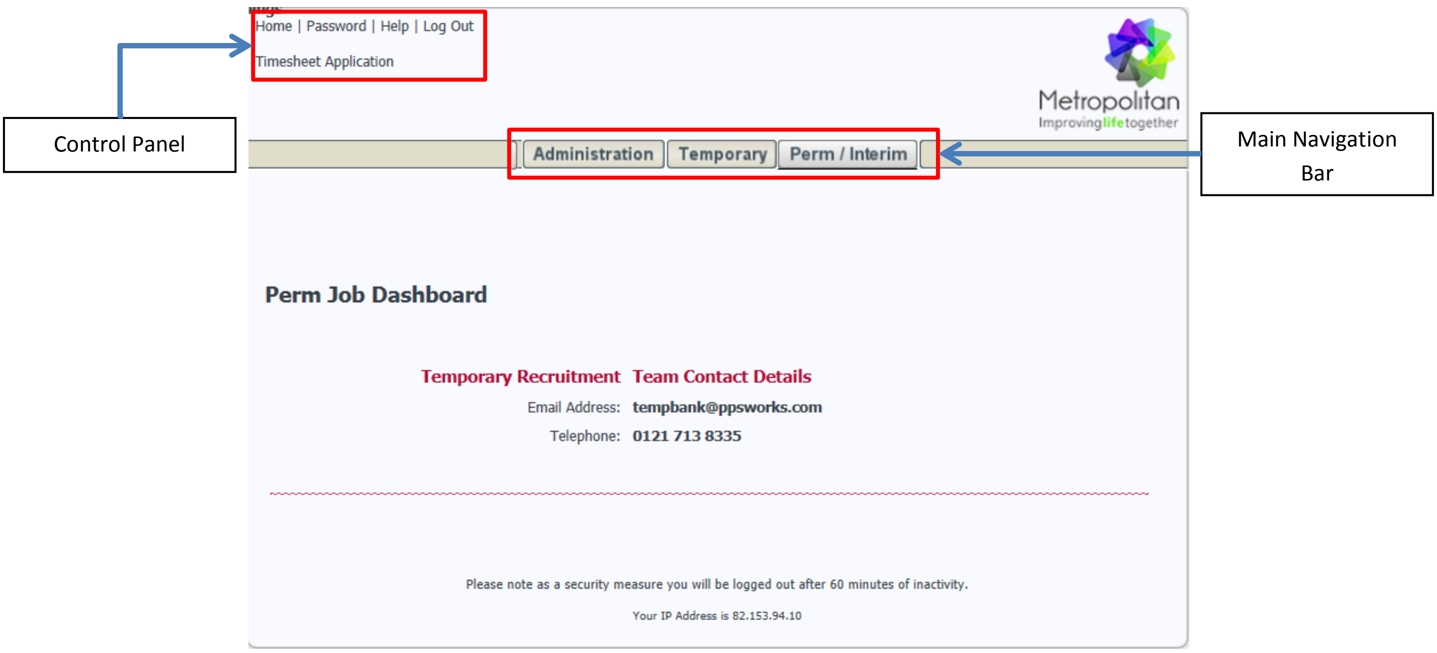


Figure 3

5. The user is now ready to use the MORS system.

3. RAISING A NEW JOB ROLE

When a new job role becomes available, it must be raised on the MORS system. Please follow the instructions below to raise a new temporary job role:

1. Once logged in successfully, please click on the "Administration" button which can be found on the main navigation bar. This is shown in Figure 4 below:

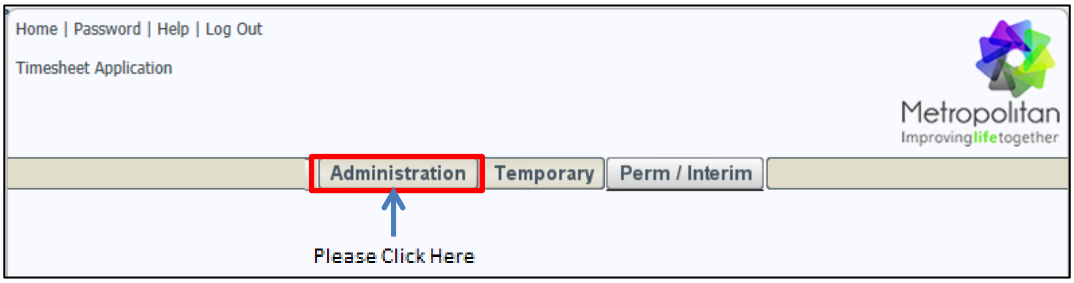


Figure 4

2. The user will now be diverted to the Administration section of the MORS platform. This section enables hiring managers to raise new jobs. The Administration section of the MORS platform is outlined in Figure 5 below:

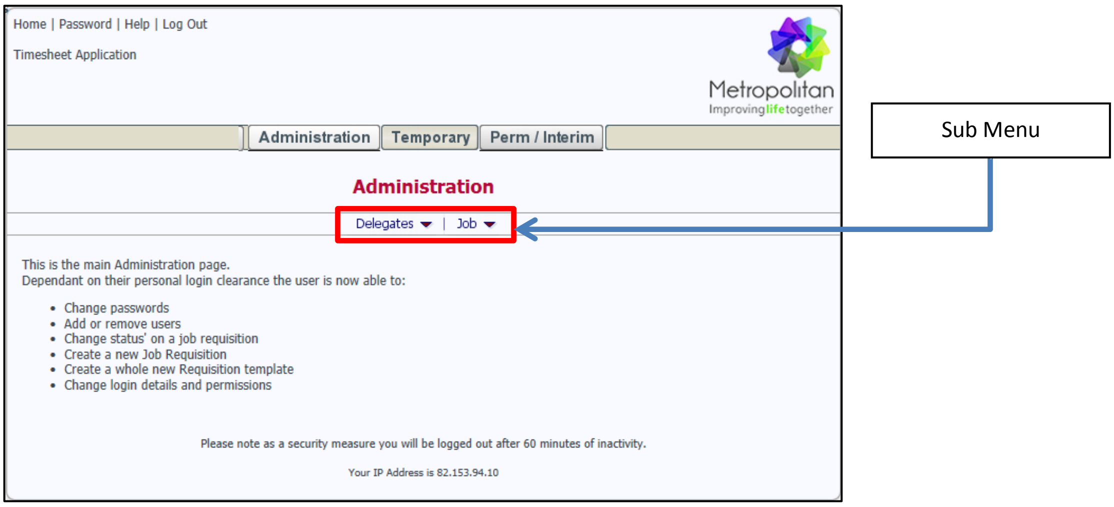


Figure 5

3. Click on the "Job" option which can be found in the sub menu. Doing this will display another submenu which is shown in Figure 6 below:

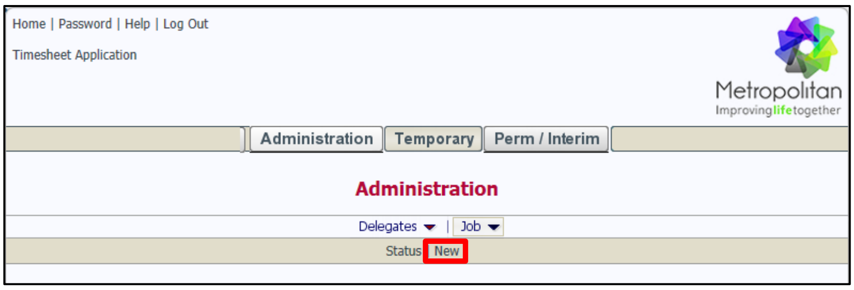


Figure 6

4. Within the second submenu, click on the "new" option (outlined red in Figure 6 above). Doing this will direct the user to the 'New Job' page.

5. Once the user is on the 'New Job' page, they will be presented with multiple dropdown options to select the relevant options from. The 'New Job' page is shown in Figure 7 below:

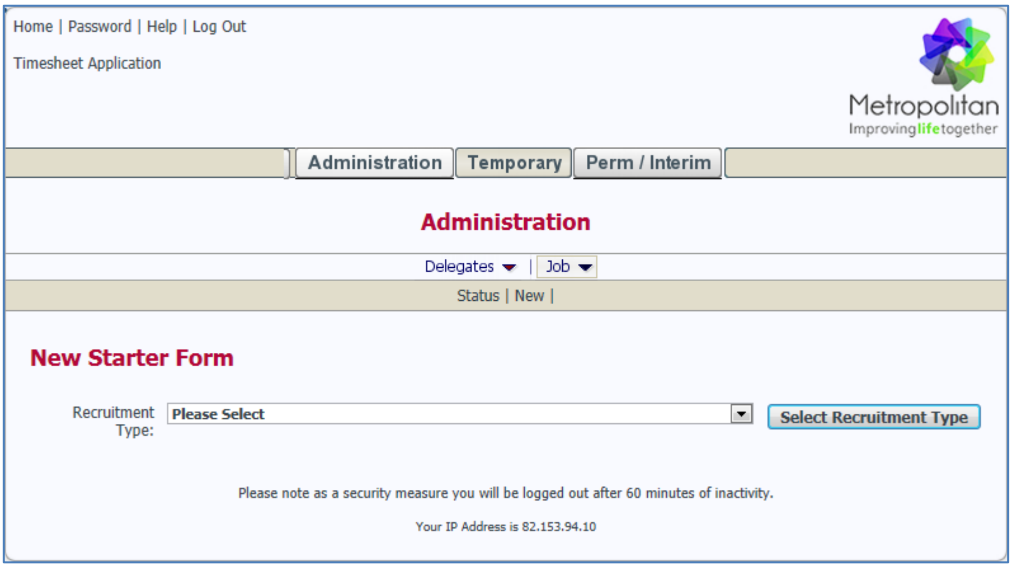


Figure 7

6. The page will first prompt the user to select a 'Recruitment type'. As this user guide covers Temporary recruitment, please select the 'Temporary' option. Once this has been selected, click on the "Select Recruitment Type" button. The system will then prompt the user to select a 'Service Area'. This is shown in Figure 8 below:

Figure 8

7. Please select the relevant Service area from the dropdown list and click on the corresponding "Select Service Area" button. The system will then prompt the user to select an Organisation. This is shown in Figure 9 below:

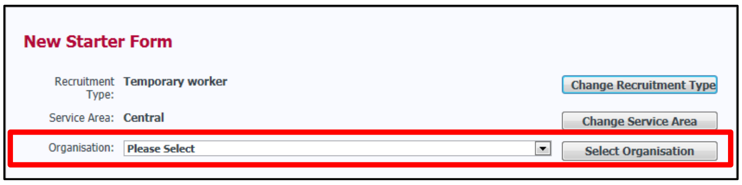


Figure 9

8. Please select the relevant organisation from the dropdown list and click on the corresponding "Select Organisation" button. The system will then prompt the user to select a Job Title. This is shown in Figure 10 below:

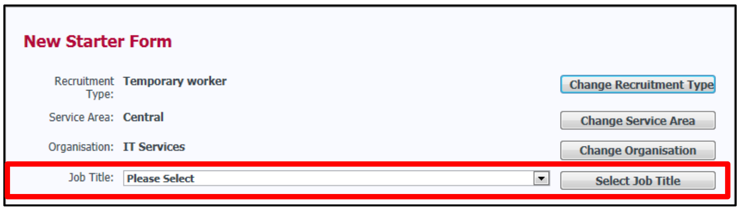


Figure 10

9. Please select the relevant Job Title from the dropdown list and click on the corresponding "Select Job Title" button. Once this has been done the system will prompt the user to select an address from a predefined list. This is shown in Figure 11 below:

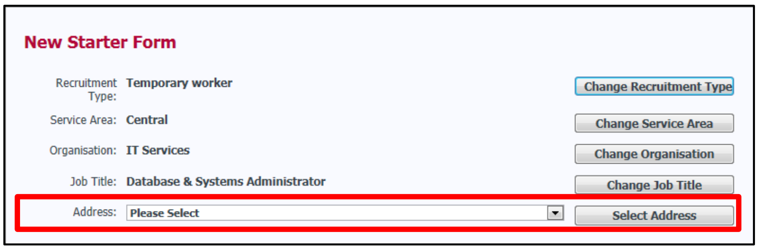


Figure 11

10. Please select the relevant Address and click on the corresponding "Select Address" button. Once this has been done the system will display a confirmation message. This is shown in Figure 12 below:

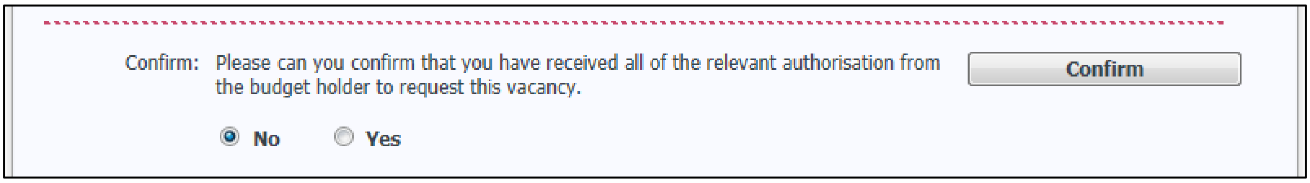


Figure 12

11. Please select the applicable option from this message and click on the "Confirm" button. When this is done, a "Continue" and "Cancel" button will appear. Clicking on "Cancel" will terminate the process. Clicking on "Continue" will direct the user to a new page which contains a form which needs completing in order to complete raising a role. This form is displayed in Figure 13 below:

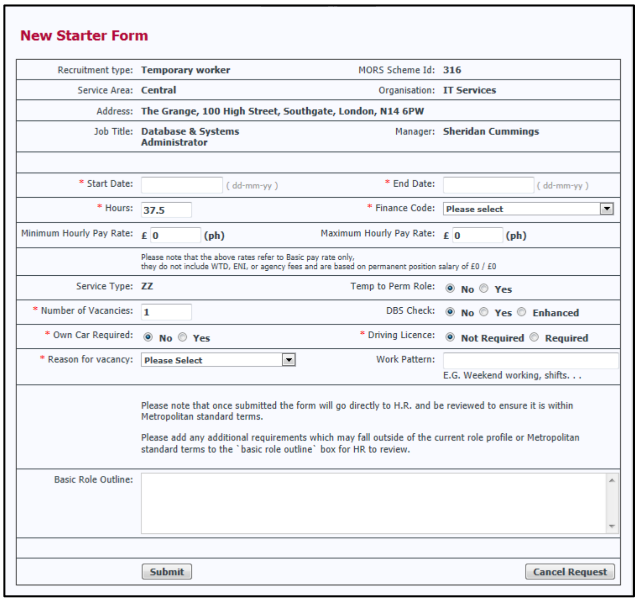


Figure 13

12. Fill in the details as required. Please note that the Hours and Finance Code fields will be prepopulated with data. These can be edited as necessary. Once all the details on the form have been filled accordingly, click on the Submit button.

13. The role has now been raised. The MORS system will direct the user to a role profile page which enables the user to attach a role profile to the newly raised job. This is shown in Figure 14 below:

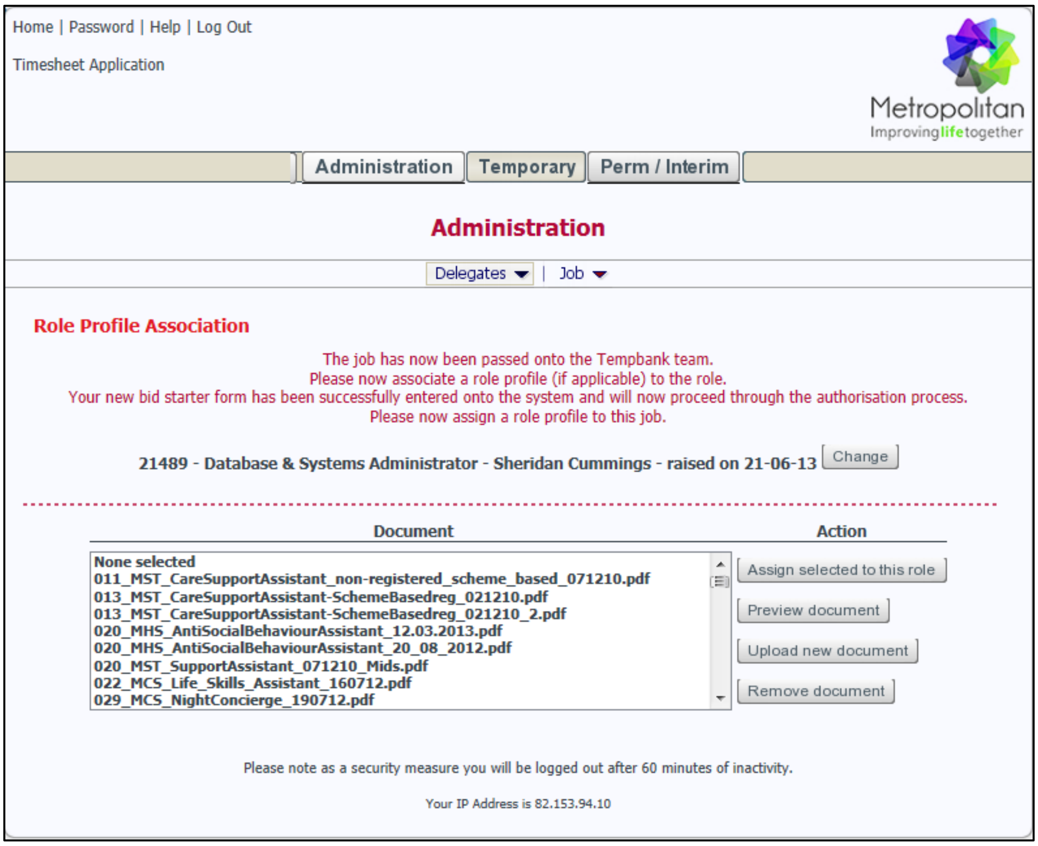


Figure 14

14. Select a role profile from the available list. If the role profile does not appear in the list, click on the “Upload new Document” button. This will enable the user to upload a new file onto this list.
15. When the required role profile has been selected, click on the “Assign selected to this role” button. The role profile has now been attached to the newly raised role.
16. Once the job has been raised, a member of the Tempbank team will be in touch to complete a brief consultation call in order to release the role to the suppliers to source suitable candidates.

4. VIEWING APPLICANT PROFILES

When a job has been raised and authorised by TempBank, the team will source suitable candidates for the role in question. Once candidates have been sifted, Tempbank will forward relevant candidates for the hiring manager to review. To review the forwarded candidates, please follow the instructions below:

1. Once logged in successfully, please click on the “Temporary” button which can be found on the main navigation bar. This is shown in Figure 15 below:

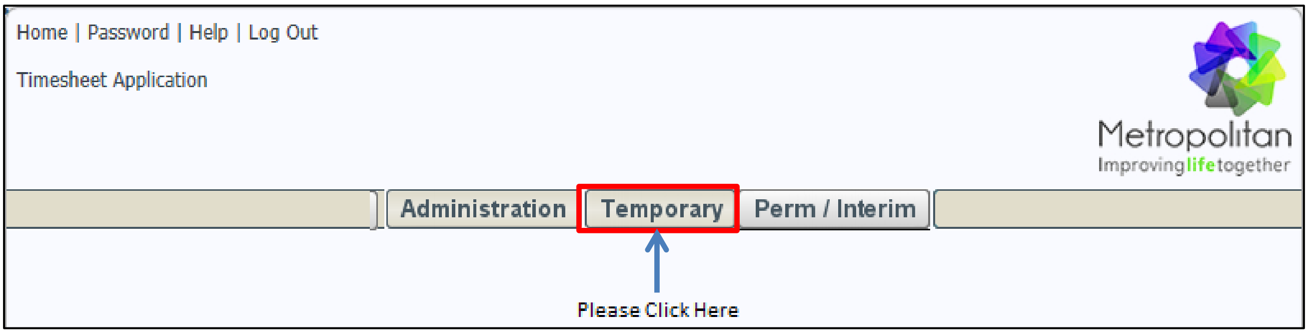


Figure 15

2. The user will now be diverted to the temporary recruitment section of the MORS platform. Within this section, users are able to administer all aspects of temporary recruitment. The temporary recruitment section of the MORS platform is outlined in Figure 16 below:

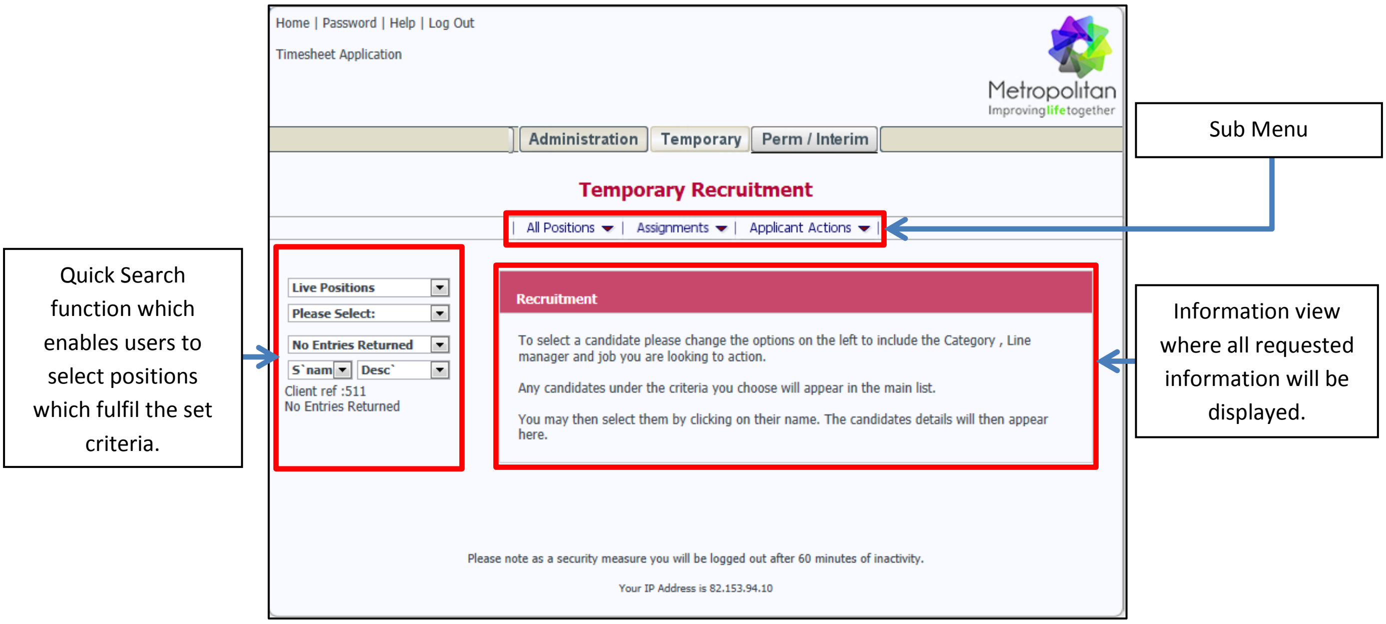


Figure 16

3. To review candidates within a specific job role, the user must first select a job. To do this, MORS presents the user with two options.
   The user can either select a job role by clicking through the various dropdown menus within the “Quick Search Function” shown in Figure 16 above. Alternatively, the user can click on the “All Positions” Button which can be found in the sub menu shown in Figure 16 above. (Recommended method)

4. Once the user has clicked on the "All Positions" button, the webpage will present a page which shows all the positions which are under the line manager. This is shown in Figure 17 below:

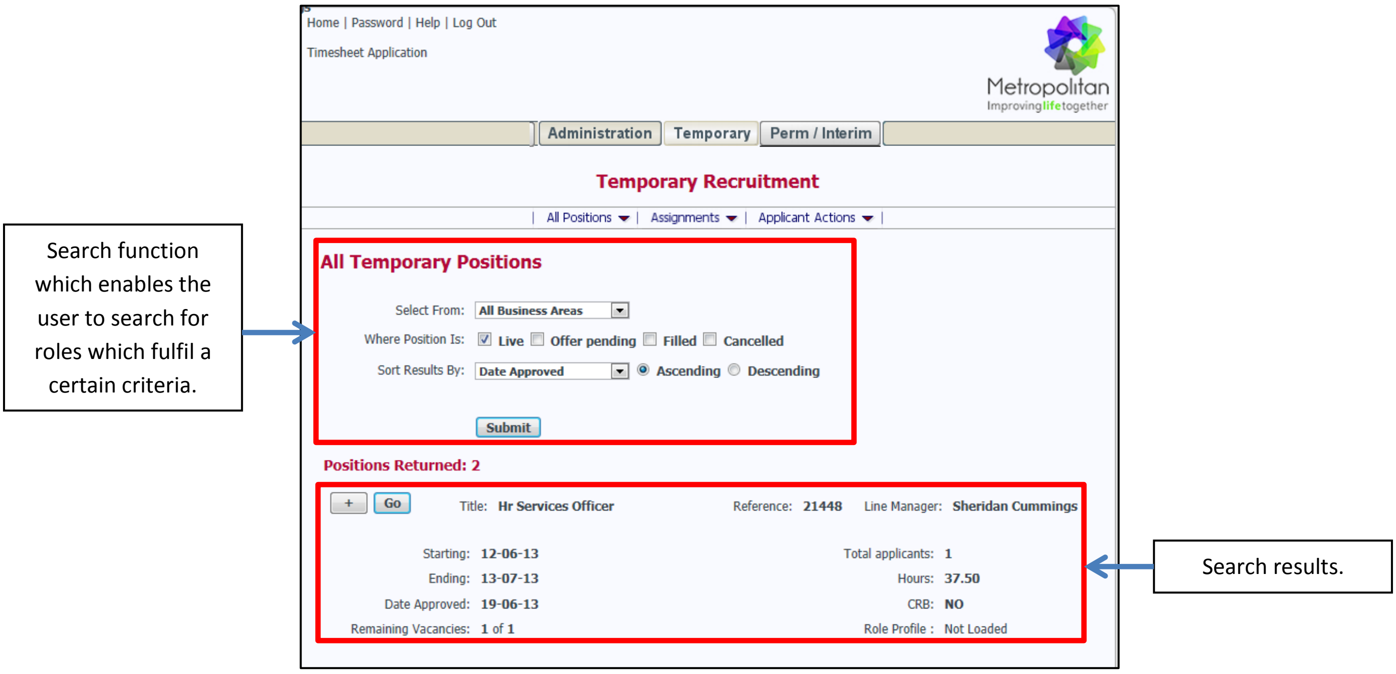


Figure 17

5. The page shown in Figure 17 above is split into two sections. The first section consists of a search function which enables the user to narrow down their search results. The section below the search function is where the search results appear.
   The "All Positions" page shows all live positions by default.
6. Once the required position has been found, the user can either view a quick summary or browse into the job specific page. Figure 18 below illustrates how this can be done:

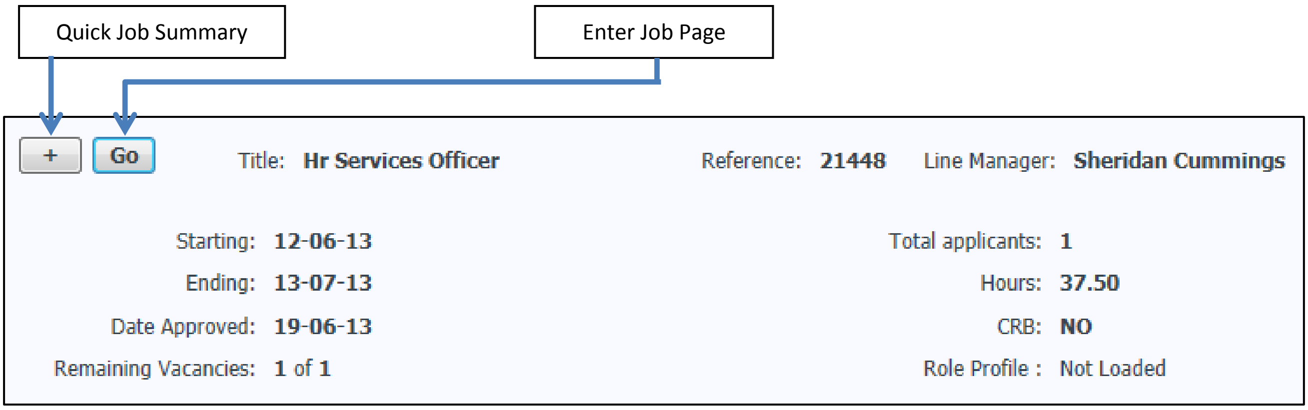


Figure 18

7. When the desired role is found, the user can click on the + sign to see a quick summary of the role.
8. To select the role, the user must click on the "Go" button. This will lead the user to the page which holds details of all applicants shortlisted for the role.

9. Once the user has clicked on the "Go" button, the system will display the job page which will hold all details about the shortlisted candidates. This page is shown in Figure 19 below:

Figure 19

10. To view the shortlisted candidates, click on the "Line Manager Review" folder. This is outlined in red in Figure 19 above.
11. The page will now display all candidates below the folder. This is shown in Figure 20 below:

Candidate list. **<u>Please Note:</u>** that there is only one candidate on this list for illustration purposes. Usually, the list will consist of more than one candidate

Figure 20

12. In the example above, there is one candidate shortlisted for review. In order to review the candidate's application profile, the user must click on the candidate's name. This will take the user to the candidate profile page which is shown in Figure 21 below:

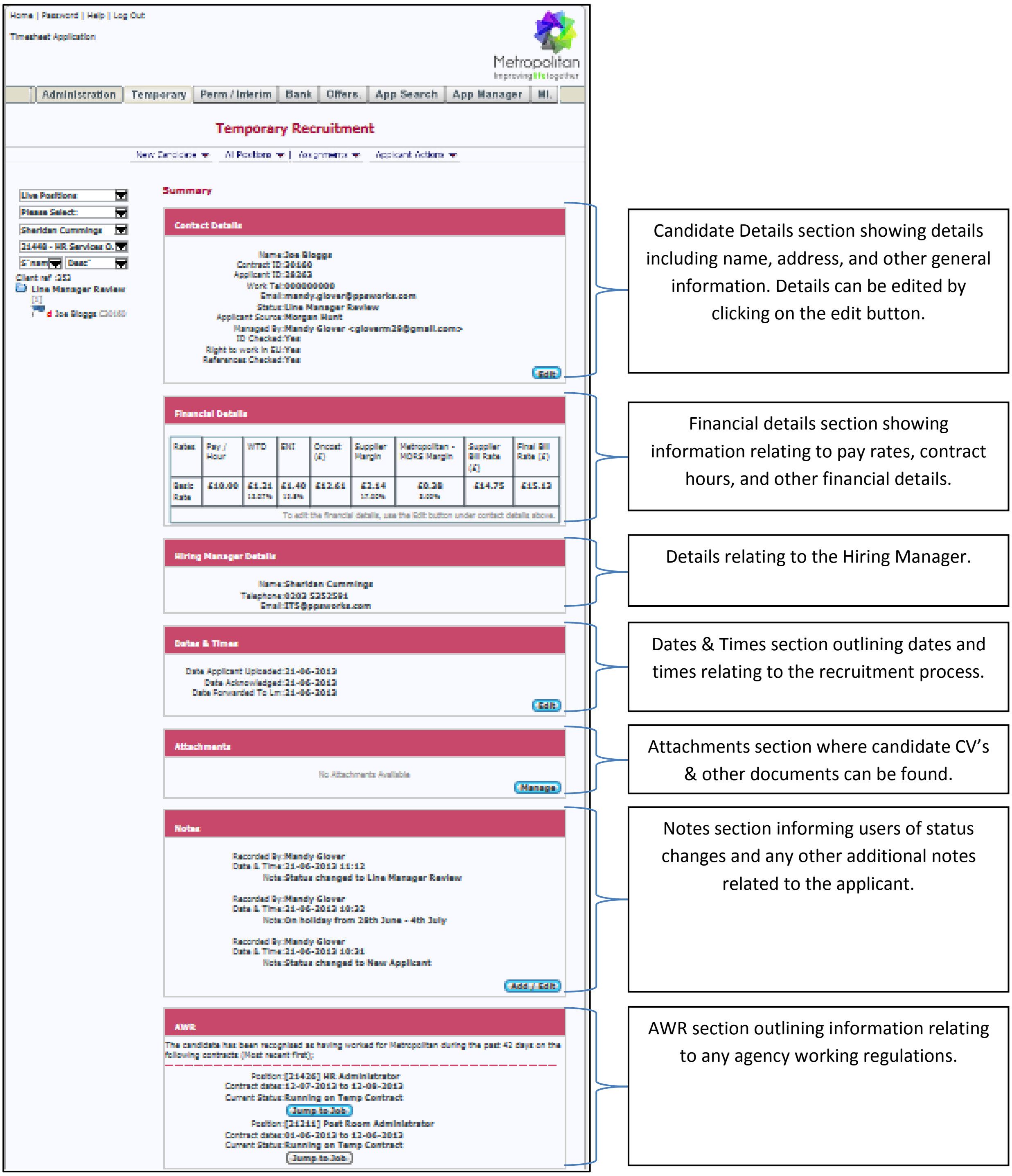


Figure 21

13. To review a candidates CV, please click on the "View Attachment" button which can be found within the "Attachments" section of a candidate's profile. Once this button has been clicked, the user will be prompted to either view or save the document.
14. Hiring managers are not able to change candidate status. If the user wishes invite a candidate for interview, they will need to do this by contacting the Tempbank team.

5. Authorising Timesheets

When workers are working on an assignment, they will submit their timesheets on a weekly basis in order to get paid. However, these timesheets must first be authorised and approved by hiring managers before the workers can be paid. In order to do this, the user must follow the following steps:

1. Login to MORS as shown in section 2 of this document.
2. Once logged in, the user must click on the "Timesheet Application" option which can be found on the MORS control panel. This option is outlined red in Figure 22 below:

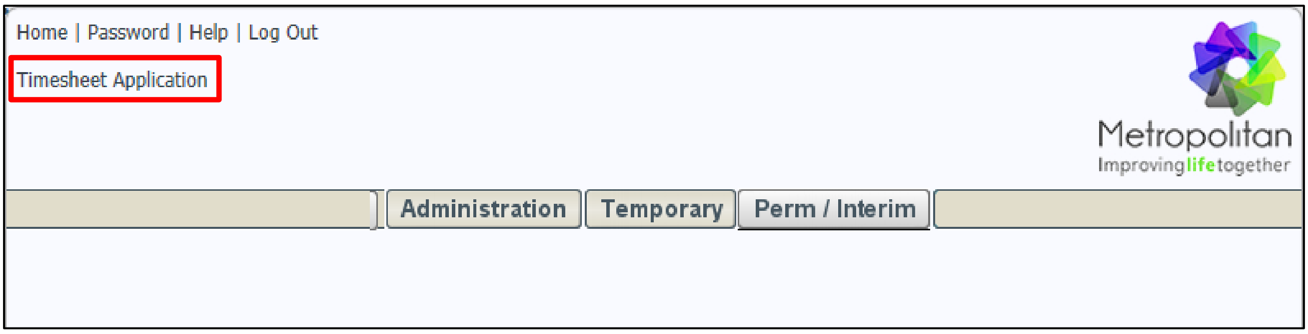


Figure 22

3. Once this link is clicked on, the user will be directed to ETZ which is a third party time sheeting application.
   <u>Please Note</u>: If there are no timesheets recorded on the system, the user will be directed to the ETZ login page where they will have to enter their username and password to login. On the other hand, if there are timesheets records on the system, the user will gain immediate access to their ETZ account after clicking on the "Timesheet Application" button.
4. Once the user has gained access to the ETZ system, they will be directed to the homepage which is shown in Figure 23 below:

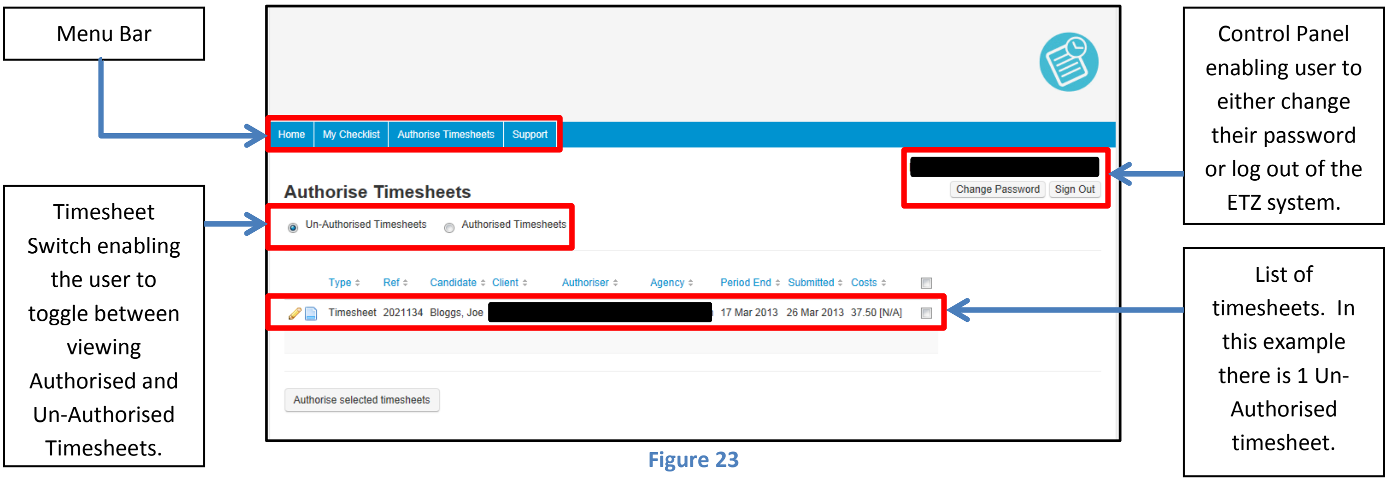


Figure 23

5. As already stated, Figure 23 above shows that one timesheet has been submitted. However, managers logged into the system will usually see a list of timesheets to approve.
6. Managers may wish to view a timesheet before authorising it. To do this, ensure that the "Un-Authorised Timesheets" option is selected within the timesheet switch shown in Figure

23. The user will then have to click on the “View Timesheet” icon next to the timesheet record. This is illustrated in Figure 24 below:

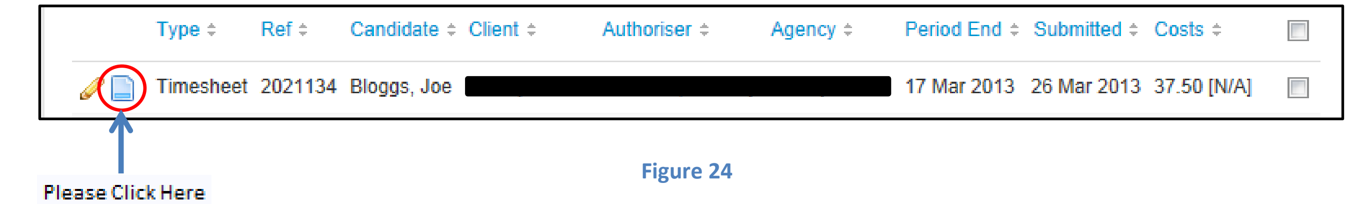


Figure 24

7. Once the user has clicked this button, they will be prompted to ‘Open’ or ‘Save’ the timesheet. Please click on the ‘Open’ option. This will open the timesheet document for the user to view.
8. Once the manager is ready to process a timesheet, ETZ gives the user two ways of doing this. The user can either authorise timesheets on an individual basis or can do so in bulk. To authorise timesheets individually, please click on the “Select Timesheet” icon. This is illustrated in Figure 25 below:

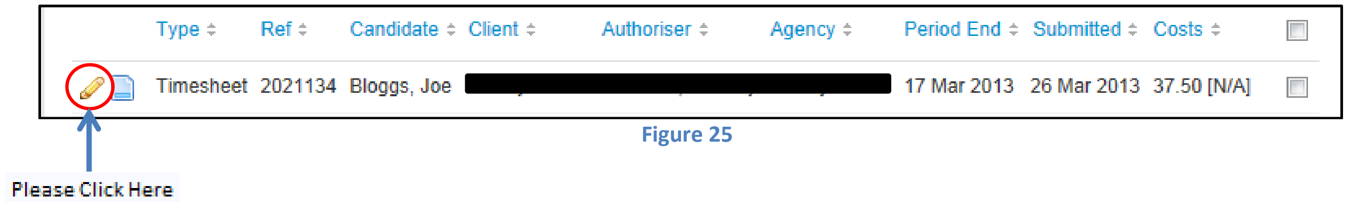


Figure 25

9. When this button has been clicked, the user will be directed to the screen shown in Figure 26 below:

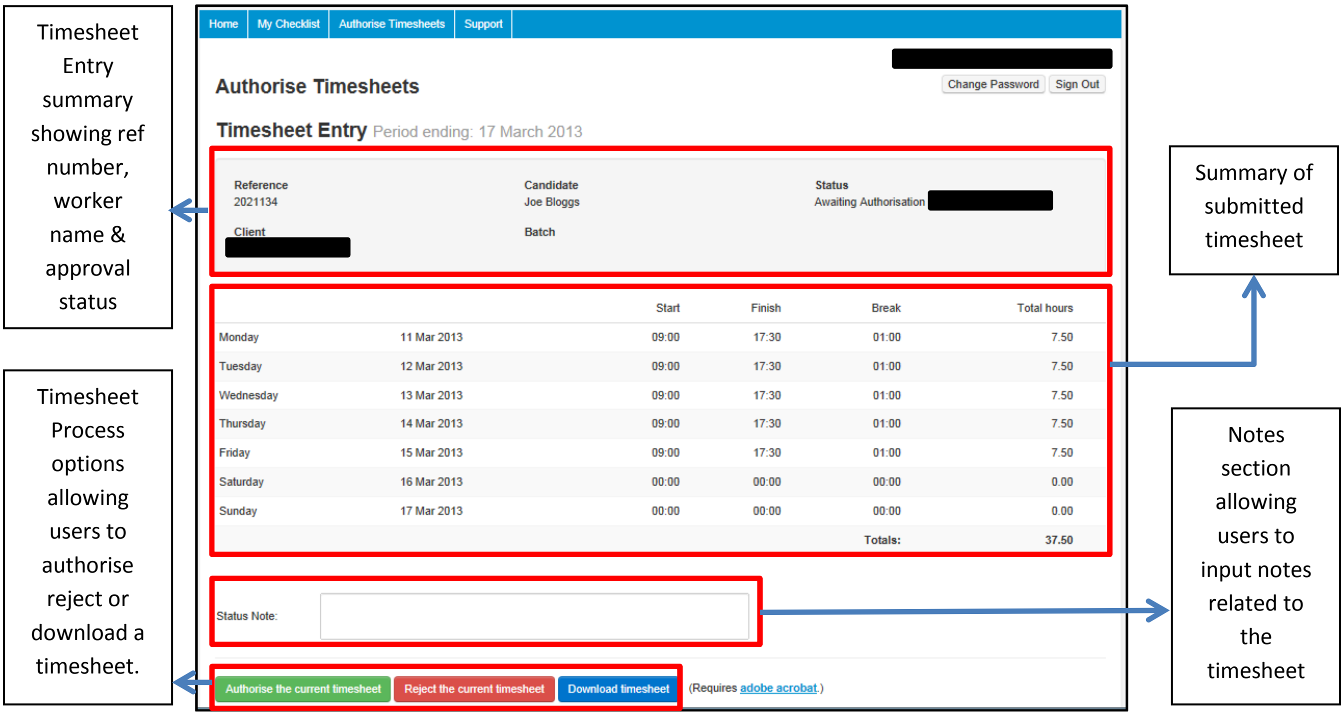


Figure 26

10. The user may now authorise or reject a timesheet. Please see Figure 27 below:

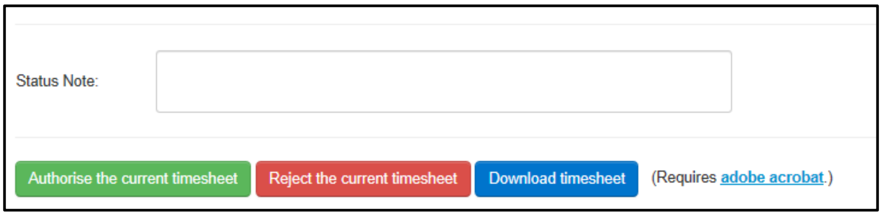
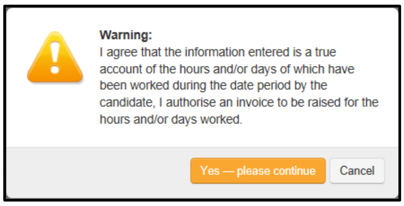
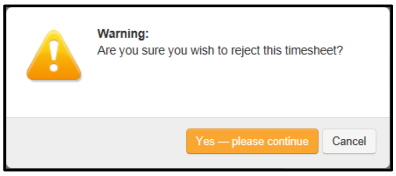


Figure 27

11. To authorise a timesheet, please click on the “Authorise the current timesheet” button (Green button). When this button is pressed, the following message will appear. Please select the required option.



12. To reject a timesheet, the user must add a note stating the reason for rejection. Please input a note in the “Status Note” and then click on the “Reject the current timesheet” button (Red button). The following message will appear if the user rejects a timesheet. Please select the required option.



13. Alternatively, the user can authorise timesheets in bulk. To do this please follow Steps 1-4 in this section.
14. Once the user has followed steps 1-4, they will be diverted to the homepage shown in Figure 28 below:

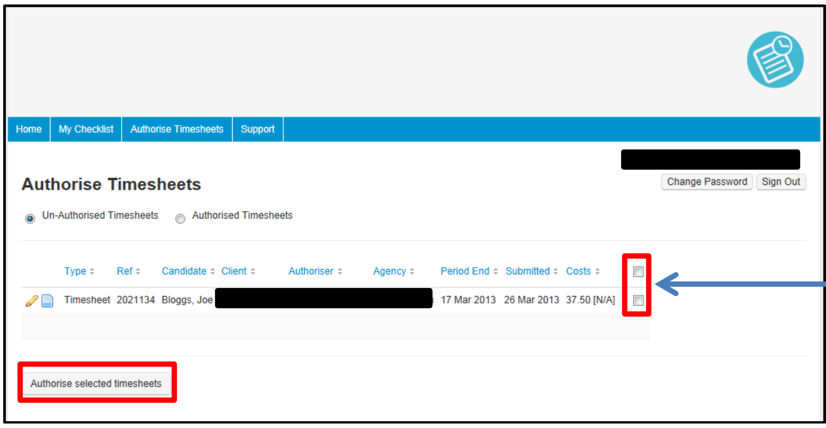


Figure 28

15. To authorise multiple timesheets at once, please click on the checkboxes corresponding to the timesheets you wish to process.

16. Once the required timesheets have been selected, click on the “Authorise Selected Timesheets” button.
17. Once timesheets have been authorised, they will no longer appear in the “Un-Authorised Timesheets” section of the system. Authorised timesheets will logically move into the “Authorised Timesheets” section of the system. This is illustrated in Figure 29 below:

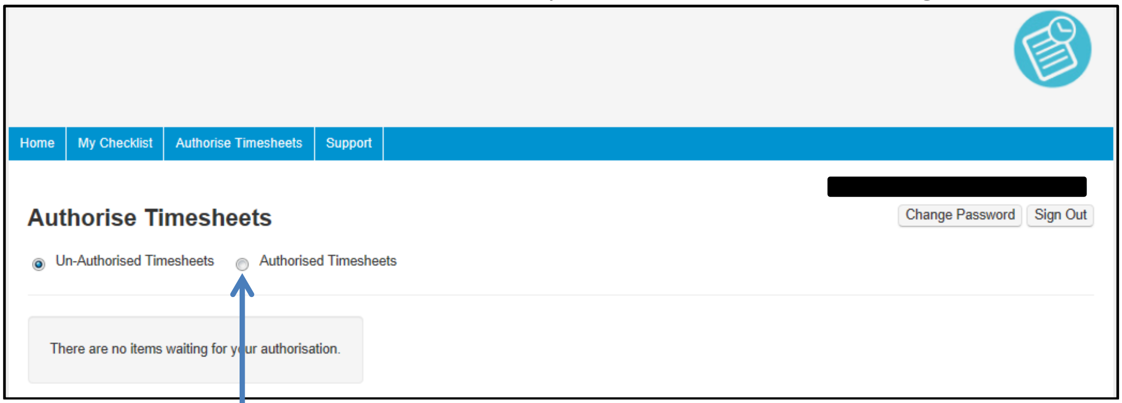


Figure 29

18. To view Authorised timesheets, please click on the “Authorised Timesheet” option.
19. When the user has selected this option, they will be able to view all authorised timesheets. Please see Figure 30 below:

Figure 30

20. In this section, users will only be able to view timesheets. They are not given the option to select a timesheet as they did in the “Un-Authorised timesheet” section
21. To view an authorised timesheet, click on the “View Timesheet” button which is outlined in red on Figure 30 above.
22. When viewing an authorised timesheet, the document will contain an approval stamp at the very end to verify that the timesheet has been approved. This stamp shows details of the approver, the approval date and the IP address of the computer the timesheet was approved from. An example is shown in Figure 31 below:

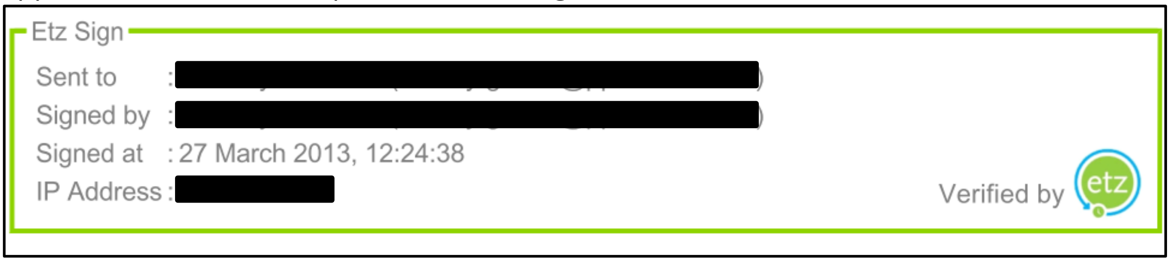


Figure 31

END